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6 December 1949

MEMORANDUM FOR: Chief, COAPS

FROM: Assistant Director, OCD

SUBJECT: Coding and Abstracting

1. Attached report was prepared at your suggestion for the information of all offices, and is being distributed to all. It therefore does not list specific recommendations for comparison with those of the Management Officer, though it goes into sufficient detail to make clear the reasons for those which follow.

2. CODING. It is recommended that Office responsibilities for coding be assigned as follows:

OCD: Responsible for development of the Classification Scheme, for all coding of incoming documents for the Index Files, for coding of such documents as OCD must abstract for the Abstract Files, and for supervision of coding performed by other Offices for the Abstract Files.

(The supervision referred to will consist chiefly (a) of editing the coding done by other Offices, to the end that it may be uniform and consistent with the Classification Scheme, and (b) of adding code numbers needed for central reference purposes when these have been omitted by the Offices preparing the abstracts.)

GRE/OSI: Authorized, when they so desire, to code the abstracts prepared in their own offices both for central reference purposes and for specialist purposes.

3. ABSTRACTING: It is recommended that Office responsibilities for abstracting be assigned as follows:

OCD: Responsible for abstracting those documents which, by their nature, require summary description in the Abstract Files and which either (a) include a diversity of subject matter, or (b) are available to CIA only on a loan basis.

GRE/OSI: Authorized to prepare such abstracts of intelligence documents as they deem important to their mission.

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SECRET

- 2 -

4. TYPING. It is my belief that the system of having abstracts typed by electric typewriter on multigraph masters in the production offices is economically unsound, and that wastage under this system will be greater than under the present system. I have gone into this question on pages 28 and 29 of the report. However, I do not feel that any recommendation from OCB is required on this subject at the present time. The Management Officer has installed the system already in OSI, and if it leads to incurable difficulties this Office will announce the fact.

5. REGISTER OPERATIONS. It is recommended that the Register operations and assigned functions be left precisely as they are. The Registers are getting their feet under them at the present time, and are beginning to give effective service not only to ORR and OSI but to the other Offices of CIA and to the IAC agencies. My report touches only lightly on the register jobs (see pages 31 and 32), as they are highly specialized and outside of the central reference scheme for indexing, coding, and abstracting. If COAPS feels unable to accept my recommendation without further data, then I shall undertake to prepare detailed studies of both of them.

JAMES M. ANDREWS

Enclosures

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